

Instructions for Completing Request for OMB Clearance for Online User Satisfaction Survey

Please submit the completed form as an e-mail attachment along with your Survey Instrument to manivannanm@mail.nih.gov. Forms and Survey Instruments must be submitted in Microsoft Word format.

1. **Date of Request:** Enter today's date.

2. **Contact Name, E-mail, Telephone:** Enter the contact information of the person who can answer any questions about the proposed survey.

3. **Institute/Center, Office:** Enter the acronym of your Institute or Center and the *full name* of your Office or program, if applicable.

4. **Title of Survey:** Give your survey project a title.

5. **URL of Web Page to be evaluated:** Under this clearance, the Web page or site you wish to evaluate must already be in existence. Enter the complete URL.

6. **Target Number of Respondents:** How many responses will be recorded before the survey is taken offline? Incomplete responses must be considered part of this tally.

7. **Will your survey include demographic questions?** Demographic questions can include race/ethnicity, geographic location, level of education, job title, etc.

8. **If you answered "yes", briefly explain why this demographic data is necessary to the evaluation of this Web page.** OMB will ask specifically for this information. Explain how your demographics will correlate to the other questions asked.

9. **Will your survey include questions about race or ethnicity?** If you answer "yes," please check to make sure the format of your question matches the format listed at <http://www.nih.gov/icd/od/ocpl/resources/OMBclearance/Directive15.pdf>

10. **How will this survey be offered online?** You must choose one or more of these methods of offering the survey to potential respondents.

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Mangala Manivannan
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